

## Terms of Reference

### Team Leader of Local Self-Government associations expert group

**Programme:** “Swedish Support to Decentralisation Reforms and Recovery in Ukraine 2024-2028”

#### About SALAR International & its engagement in Ukraine

SALAR International is a subsidiary of the Swedish Association of Local Authorities and Regions (SALAR), representing all 290 municipalities and 21 regions in Sweden. As the international branch of SALAR, we work globally to support local democracy and good governance in developing and transitioning countries. Our expertise covers areas such as capacity building in municipal management and service delivery, local and regional development planning, support for local government associations, decentralisation policies and European integration. Geographically, SALAR International’s projects cover countries in Eastern Europe, the Caucasus, the Middle East and the Sub-Saharan Africa.

SALAR International has been engaged in Ukraine since 2014, providing support to Ukraine’s decentralisation process through three major initiatives focusing on building a robust multi-level governance system, increasing accessibility and quality of services at the local level, and enhancing international cooperation between municipalities from Ukraine and the EU. After the full-scale invasion, SALAR International has added crisis support to Ukrainian municipalities, providing them with material assistance.

#### Description of the assignment context

SALAR International has finalised its current projects in Ukraine (DSP and Prosto), which were initiated before the full-scale invasion. To address the changing needs of Ukrainian municipalities and national actors during wartime, a new multi-level program has been initiated, to be financed by the Swedish International Development Cooperation Agency (Sida).

SALAR International is currently in the preparatory phase of the new programme, with estimated activities scheduled to begin in July or August 2024. The programme is planned for four years, but activities are currently outlined for the first 24 months.

The new programme aims to work with both short and long-term focus on addressing the needs of the multi-level governance system in Ukraine and in parallel strengthen municipalities’ public service provision, as well as their direct engagement in the recovery and reconstruction process, in line with the requirements of EU accession.

The programme will consist of two components: one focusing on policy and collaboration with national actors, and the other providing direct support to municipalities. It will encompass five thematic areas: Education, Fiscal Decentralisation and Budgeting, Administrative Service Provision, Locally-led Recovery, and International Municipal Cooperation. The programme will procure material support to address the crisis needs of municipalities and coordinate with other international actors to finance the implementation of recovery plans.

## **Organisational set up**

The programme is a joint Swedish-Ukrainian initiative with management structures in both Stockholm and Kyiv. It encourages a flat organisational structure, meaning a high degree of autonomy and responsibility for involved experts, as well as strong local ownership among beneficiaries such as national stakeholders and Ukrainian municipalities.

It is expected that more than 50 people will be working full-time in Ukraine within various thematic teams as well as support units.

The programme has its office in Kyiv but will implement activities in all regions controlled by the Ukrainian government.

## **Role description**

The **Team Leader of Local Self-Government Associations expert group** is a position within the area of the programme's work in supporting the development of Ukraine's system of multi-level governance, in particular through support of local self-government associations (LSG associations). The Team Leader will play a critical role in advancing LSG associations institutional capacity as democratic, sustainable, non-partisan and member-driven representatives and promoters of local self-governance in Ukraine.

The Team Leader is responsible for planning, managing, delivering, monitoring and reporting on the work of this intervention area, ensuring cross cutting communication and coordination between the different project components (Education, Administration services, Fiscal decentralization, Recovery, International Municipal Cooperation) and LSG associations' thematic fora and regional branches.

The role includes cooperation with political leaders in strengthening democratic procedures, independence and sustainability in LSG associations as well as strengthening regional branches, their role in multi-level governance and implementation of project activities in their territory.

## **Main responsibilities:**

- Drafting and implementation the Programme's strategy and action plan for partnership with LSG associations;
- Leading, planning, monitoring and quality control of experts' work and deliverables;
- Close cooperation and coordination with LSG associations representatives and the Programme's team leaders and experts on delivery of Programme's activities;
- Providing support in strategic planning and policy advice for LSG associations;
- Providing training, analysis, advisory support, coaching and practical support to enhance capacities of LSG associations;
- Setting up cooperation with different LSG associations in areas of SALAR International work in Ukraine;
- Contributing to planning, monitoring and reporting efforts of the Programme.

## **Qualifications:**

- University degree in either management, finance, public administration, economics, social sciences or any other relevant field;
- At least 10 years of proven experience in the field of project/grant management, monitoring and evaluation, coordination of programs, projects and/or their components in public, non-governmental or international organisation;

- In depth understanding of the role of local self-governments in the meaning of the European Charter on LSG associations;
- In depth understanding of the decentralisation reform processes in Ukraine;
- Proven expertise in areas of public administration, governance, strategic programme / policy implementation;
- Experience of working in or with government structure, member-based civil society organisations or international organisations in humanitarian, social or economic field will be an advantage;
- Experience of working with strategic change management processes;
- Fluency in Ukrainian;
- Good English;
- Good team leadership, managerial, administrative, planning and analytical skills;
- Good communication skills (written and verbal);
- Initiative and ability to work independently and as part of a team.

#### **Merits:**

- Established contacts network with political leaders on the national and local level
- Established professional network with LSG associations and other relevant Ukrainian actors on national and local level

#### **Selection Criteria:**

The selection of candidates will be based on the following criteria: work experience, understanding of decentralisation reform in Ukraine, communication skills, flexible and analytically oriented mindset.

#### **Diversity and equal opportunities**

SALAR International embraces diversity and respects human rights in all areas of its work. SALAR International strives to create a gender-equal and diverse working environment. Team members shall respect equal rights of individuals and strive to create an atmosphere where people's differences are accepted and valued. SALAR International supports working arrangements that enable personnel to combine work with family commitments.

#### **Conditions**

A consultancy contract will be signed between SALAR International and the expert which will outline the conditions for the position in detail. Please note this position is not an employment position, meaning that applicants must be established as consultants and will be liable to pay all relevant taxes and insurances in Ukraine.

A competitive consultancy fee will be offered to the successful candidate. Life and travel insurance is provided to those travelling within Ukraine.

**Duration:** 23 months full- time, with possibility of extension

**Location:** Ukraine

**Application:** Send your application with max 3 page CV and max 1 page cover letter to [ukraine@salarinternational.se](mailto:ukraine@salarinternational.se). Please note “**Team Leader of LSG associations expert group**” in the subject line. The interviews will be conducted on an ongoing basis. Only shortlisted applicants will receive a response by email when the recruitment has been finalised.

For any questions or clarifications, please contact: [ukraine@salarinternational.se](mailto:ukraine@salarinternational.se).

Personal information provided by the applicant in the recruitment process will be handled by SALAR International.

**Deadline:** 3 July 2024